



NOTICE OF PUBLIC MEETING  
Yucca Fire Department  
\*Minutes\*  
12349 Frontage Road  
Yucca, AZ 86438  
REGULAR SESSION  
March 16th, 2021

**1. Call to Order- 4:02 PM**

**2. Roll Call of Members-**

**1)** Kayla Carr Clerk, Jim Fox Board Member, Richard Knowles Chairman

**3. Pledge of Allegiance-**

**1)** Led by Jim Fox

**4. Approval of Minutes:**

**1)** Kayla Carr made a motion to accept the minutes for February 16<sup>th</sup> 2021 as written; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.

- **February 16<sup>th</sup> 2021 Regular Session Meeting Minutes**

**5. REPORTS AND CORRESPONDENCE.**

**A. February 2021 Operational Report. (Chief Cunningham); B. Fire Chief's Report.** The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is described in detail. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. (A.R.S. 38-431.02. K)

- Equipment: Pumper Tender Fire Truck 1318 is back from Las Vegas and is back in service and is running well.
- Issues with the boat trailer, still waiting on the title transfer for the boat trailer from the embezzlement. Went to the DMV again and tried to contact the person that Matt Young bought it from and still no response. The trailer was not listed on the court documents and we also contacted the County Attorney to make an Amendment for the Yamaha boat trailer. There is no real information on the Bay liner boat. Richard Knowles asked if it had to have tags and Chief Cunningham stated yes it does.
- Phone lines are still connected and still working on getting those disconnected as soon as they can. Frontier had made a mistake and disconnected the Golden Valley Fire Department phone lines instead of the Yucca Fire District phone lines. Golden Valley Fire Department phones lines will be done in a few days.

**6. BUSINESS.** *Public wishing to speak on agenda items must complete a speaker card and present to the Board Clerk prior to the start of the meeting.*

1. No members of the public asked to speak on agenda items at this time.



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**A. Discussion and possible action regarding: Approval of the February 2021 Financial Reports. (Mindy)**

1. Discussion; Revenue is \$2,691.65, the expenses is \$10,005.72, the net income loss is \$7,314.07. Cash on hand is; Warrant Account-Operations is \$100,396.99, Warrant Account-Retirement and Pension is \$10,000.36, National Bank of Arizona-Payroll account is \$7,895.15, Petty Cash is \$96.00 to make a total of \$118,388.50.

2. Kayla Carr made a motion to accept the Financials for February 2021 as presented; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.

**B. Discussion and possible action regarding: Add Board Member Jim Fox as a check signer for the Wells Fargo Warrant accounts ending in 6520 and 6523.**

1. Discussion; Mindy recommended that all three Board Members should be added as check signers just in case one of the two current signers might be unable to make it to sign checks. Mindy also recommended that the board did not need to add Jim Fox to the account ending in 6523 since no checks are written from the account ending in 6523, but the board should add Jim Fox to the warrant account ending in 6520. Richard Knowles asked if there needed to be a resolution and Mindy stated no, the bank would use what is stated in the upcoming minutes. Richard Knowles asked Kayla Carr if she had found anything in previous minutes that limited the amount of signers on the accounts. Kayla Carr stated no, there was nothing stated in any minutes previously where there could only be two signers on the accounts.

2. Kayla Carr made a motion to add Jim Fox as a check signer for the Wells Fargo Warrant account ending in 6520 and not as a signer for the account ending in 6523; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.

**C. Discussion and possible action regarding: Add Board Member Jim Fox as a check signer for the National Bank of Arizona account ending in 8739.**

1. Discussion; Mindy recommended that the board did not need to add Jim Fox as a signer to the NBA payroll account due to the fact that everything is paid electronically to those who have direct deposit and therefore did not need another signer and for those who still receive a paper check technically it only needs one signer. Mindy also stated that there was paper checks ordered from the previous administration for this account that was an unnecessary purchase.

2. No Action taken on this item.



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**D. Discussion and possible action regarding: Possible authorization to move all funds from the Warrant Retirement and Pension account ending in 6532 to the Warrant Operating account ending in 6520.**

1. Discussion; Mindy stated that there was an error with the last four on the account it stated 6532 on the agenda but it needed to state 6523 and advised the board to note the correction in the minutes. Mindy also stated that we would just transfer the funds from the Warrant Retirement and Pension account ending in 6523 into the Warrant Operating account ending in 6520. The Treasure's Department stated that the account will not be closed and that it would remain open. Richard Knowles asked will there be any fees for not keeping funds in the account. Mindy answered with no, this is not a normal bank account and this is a Government account so there will be no fees. Mindy stated that the Retirement and Pension account had about \$40,000 dollars in it back in 2019 and Yucca Fire District had been using the funds from that account which left it at \$10,000 dollars for over 8 months. Mindy also stated that there is no way Yucca Fire can afford to have a Retirement and Pension fund.

2. Kayla Carr made a motion to move all funds from the Warrant Retirement and Pension account ending in 6523 to the Warrant account ending in 6520; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.

**E. Discussion and possible action regarding: Possible authorization to move funds to the National Bank of Arizona payroll account to maintain a balance of \$3,500 dollars to stop the monthly service fees from occurring.**

1. Discussion; Mindy recommended that the board approve the transfer of funds to keep the NBA account at \$3,500 dollars to prevent the monthly service fees of \$16 dollars. The \$3,500 dollars must be maintained daily in the account. Mindy also stated that it would be from cut checks to maintain the \$3,500 dollars in the account at all times. Richard Knowles stated that this was already agreed upon with the previous board but since we do not know where those minutes are located then we should take another vote to make it official.

2. Kayla Carr made a motion to authorize Mindy to cut checks to maintain the amount of \$3,500 dollars in the NBA payroll account; Jim Fox 2<sup>nd</sup> the motion then requested more discussion. Jim Fox asked if that would be a flat number or would there be additional funds moved over. Mindy stated that since she knows who works and when she will be able to cut the proper amount and Mindy stated that they would pretend that money was not even in there and would not touch the \$3,500 dollars when it comes to payroll we would just transfer additional amount to cover payroll. Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.



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**F. Discussion and possible action regarding: The continuation of Out of District service subscriptions; possible approval of the resolution regarding the same.**

1. Discussion; Chief Cunningham stated that at this time Yucca Fire District does not have the coverage to do the Out of District subscriptions and even if Yucca did what happens when the District responds to a call that is really far out and then there is an emergency within the District which we do not have backfill to respond to those calls. Chief Cunningham stated that he spoke to the insurance company and got a vague response back, but from what we got from them was the subscriptions could be a liability for Yucca Fire District. Chief Cunningham stated that he does not want to give the subscription holders a false sense of security when we cannot properly cover the contracts. Richard Knowles asked does Yucca have anyone who currently holds a subscription. Chief Cunningham replied no, the last one he believed ended on March 12<sup>th</sup> 2021. Chief Cunningham stated the District was only receiving \$1,639 dollars a year for subscriptions. Richard Knowles asked what it would cost approximately the District to respond to Out of District calls when we have staff at the station. Chief Cunningham answered about \$1,000 dollars to \$1,200 dollars for an Out of District response. Richard Knowles stated that for one Out of District call would cost the District about what the District would get for one year of subscriptions. Richard Knowles also stated that it is similar to another contract the District had but could not maintain which resulted in the Yucca Fire District having to cancel the contract. Kayla Carr and Jim Fox both asked if there needed to be a motion for this item. Mindy stated that since this was never brought up to the Yucca Fire Board and was never voted on then the subscriptions were never done properly so, no there does not need to be a motion on this item. Richard Knowles stated that the Yucca Fire District would not be doing Out of District subscriptions.

2. No Action taken on this item.

**G. Discussion and possible action regarding: Approval of the Sick Leave policy.**

1. Discussion; Chief Cunningham stated that the proposed sick leave policy meets the requirements by law. Chief Cunningham also stated that the proposed policy is written for the future but if the Board would like it changed it could be adjusted. This proposed Sick Leave policy is needed because all employees were cashing out all of their sick pay when they left the District and this needs to be changed. Yucca Fire District only has one full time employee and the rest are Part time. Kayla Carr asked what about caps on the accrual of hours. Chief Cunningham and Mindy stated that the part time employees have a cap of 40 hours annually and full time employees do not have a cap.

2. Kayla Carr made a motion to accept the Sick Leave Policy as proposed; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.



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**8. CALL TO THE PUBLIC.** Consideration and discussion of comments and complaints from the public. Those wishing to address the Yucca Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion or legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public that is not on the Agenda due to restrictions of the Open Meeting Law.

1. No members of the public spoke at the Call of the Public.

**9. ADJOURNMENT: Kayla Carr made a motion to adjourn the meeting at 4:35 PM; Jim Fox 2nd the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.**

I, \_\_\_\_\_ of the Yucca Fire District, do hereby swear that I posted the foregoing Minutes at the water tower located in Yucca on Frontage Road, District's Fire Station #1 on Frontage Road, and YFD Station #2 16458 S. Johnson Ln, on this Date and Time: \_\_\_\_\_, 2021 @ \_\_\_\_\_ A.M/P.M

*Pursuant to the Americans with Disabilities Act (ADA) the Board endeavors to ensure the accessibility of its meetings to all persons with disabilities. Reasonable accommodations will be made upon request for persons with disabilities or for those who speak English other than very well. If you need an accommodation for a meeting, please call the Fire Department at (928)766-2300 at least 48 hours prior to the meeting so that an accommodation can be arranged.*